

Historic, Archive Document

Do not assume content reflects current scientific knowledge, policies, or practices.

1. 942 Z

A 2 P942

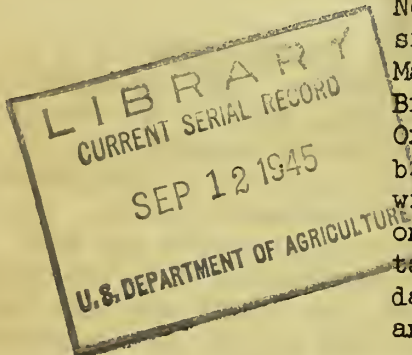
WAR FOOD ADMINISTRATION
Office of Marketing Services
Washington 25, D. C.

Reserve

PROCEDURE TRANSMITTAL

NOTICES

ADMINISTRATIVE NOTICE NO. 14, "MEMORANDUM OF UNDERSTANDING BETWEEN OMS AND CCC ON PRICE SUPPORT AND SUBSIDY PROGRAMS": This Notice, attached to the Memorandum of Understanding signed by the President of CCC and the Director of Marketing Services, was distributed on June 21 to Branch and Staff Division Chiefs and Administrative Officers. The memorandum sets forth the responsibility of OMS for program planning in connection with price support and subsidy activities of WFA on fresh, canned, frozen, and dried fruits and vegetables (except Irish potatoes and sweet potatoes), dairy feed production, milk and dairy products, and meat, including lard.



ADMINISTRATIVE NOTICE NO. 15, "POLICY ON GRANTING LEAVE TO EMPLOYEES TO BE WITH MEMBERS OF THE ARMED FORCES": Outlines the policy of OMS to be lenient in granting leave to be with furloughed members of the armed forces.

ADMINISTRATIVE NOTICE NO. 16, "INCORPORATION OF DIRECTOR'S MEMORANDA WITHIN OMS PROCEDURE MANUAL": Obsoletes Director's Memoranda outlining functions no longer in effect for OMS, and reclassifies the remaining Director's Memoranda as OMS Manual Insertions.

PROCEDURE MANUAL

INSERT "OMS PROCEDURE MANUAL -- TABLE OF CONTENTS": Lists all OMS Instructions and Procedure Letters issued prior to June 1, 1945, for insertion in the OMS Procedure Manual. (The distribution is shown in parentheses immediately following the title of each Instruction.) This Table of Contents should be kept current by long-hand interlineations of the changes and insertions outlined on Procedure Transmittals dated after May 30, 1945.

INSERT OMS INS. 101.1, "RESPONSIBILITIES OF OMS AREA PERSONNEL OFFICERS": This Instruction outlines in brief the general and specific responsibilities of OMS Area Personnel Officers.

INSERT OMS INS. 112.2, "ADMINISTRATIVE COMMITTEES - STAFF DIVISION AREA OFFICES": This Instruction establishes the committees; outlines their operations; and provides information to branch

field offices for handling questionable administrative problems.

INSERT OMS INS. 315.1, "REEMPLOYMENT OF VETERANS": This Instruction gives the responsibilities of branches, staff divisions, branch field offices, and staff division area offices; and prescribes procedure for the reemployment of veterans. General Departmental Circular No. 53, "Policy on Reemployment of Veterans" is attached to the Instruction.

CHANGE OMS INS. 318.1, "LEAVE REGULATIONS AND ROUTINES": In paragraph V B 2 a, 5th line, after "Personnel Office," add the sentences: "The Area Personnel Office shall send to the Washington Personnel Division the disapproved request with the employee's justification, the supervisor's disapproval, and the comments of the Area Personnel Office. The Washington Personnel Division will review and make final determination after consultation with the branch or staff division concerned, and notify the Area Personnel Office, who in turn will notify the supervisor and the employee of the final decision.

Add the same two sentences in paragraph XII A, 3, 6th line, after "Personnel Office."

CHANGE OMS INS. 550.A, "LONG DISTANCE TELEPHONE CERTIFICATIONS--WASHINGTON" (Formerly General Administrative Instruction 5600): This Instruction should be renumbered 540.A and accordingly refiled in the OMS Procedure Manual.

CHANGE OMS INS. 552.A, "VOUCHER FORMS ON MOVEMENT OF HOUSEHOLD GOODS" (Formerly General Administrative Instruction 5601): This Instruction should be renumbered 542.A and accordingly refiled in the OMS Procedure Manual.

POLICY ON GRANTING LEAVE TO EMPLOYEES TO BE WITH MEMBERS OF THE ARMED FORCES

I GENERAL

A great number of men who have been in overseas service for considerable periods of time are receiving furloughs home. Many of these men are our own employees -- many have close relatives working in OMS. With the end of the war in Europe and the shift in emphasis to the Pacific theater of war, a definite increase in the number of men furloughed can be expected. It is highly desirable that the environment of these furloughed men be as normal and as enjoyable as possible. We believe we should do all we possibly can to achieve this.

II POLICY

It is the policy of OMS to be liberal, within the limitations of existing regulations, in granting annual leave and leave without pay to employees who want to be with furloughed members of the armed forces. It is our belief that the welfare not only of the members of the armed forces but also of our own employees is worthy of this consideration. We believe also that this policy will help to promote higher working morale, and will enable us to keep the services of many employees with long and valuable experience in the Department, the loss of whose services would be a serious matter.

A The desire to be with members of the armed forces on furlough shall be considered an urgent and unusual reason for requesting annual leave in excess of 14 working days, and leave without pay up to the maximum permissible under existing regulations. Supervisory officials shall consider each such case carefully and make every effort to grant it, with or without rearranging the work of the office. It will be necessary of course to give consideration to our program operations. It will also require the exercise of discretion in granting successive periods of extended annual leave and leave without pay.

B If a supervisory official disapproves a request for extended annual leave or leave without pay for an employee to be with a furloughed member of the armed forces, his reasons for disapproval along with the employee's justification shall be transmitted to the Washington Personnel Division for review and final determination after consultation with the branch or staff division concerned.

* * *

INCORPORATION OF DIRECTOR'S MEMORANDA WITHIN OMS PROCEDURE MANUAL

I OBSOLETE DIRECTOR'S MEMORANDA

A Remove Director's Memorandum No. 25, dated August 19, 1942, "Delegation of Authority with Respect to Market Administrators." This Memorandum was superseded by OMS Instruction 111.1.

B Remove Director's Memorandum No. 34, Supplement 2 Revision 1, dated June 2, 1944, "Instruction Regarding the Signing of Licenses, Correspondence, Memoranda, and Other Documents." This Memorandum was superseded by OMS Instruction 421.1.

C Director's Memoranda listed below are obsolete and should be removed from the Manual. The functions outlined in these memoranda have been transferred to CCC.

Director's Memorandum Number	Date	Title
7, R 2	7-12-44	Food Distribution Advisory Committee
13, R 1	5-19-43	State War Boards
13, S 1	6-16-44	State War Boards
15, S 1	2- 3-43	Procedure for the Use of Contract Symbols and Serial Numbers
15, S 2	2- 2-43	Commodity Purchase Announcements, Offer Forms, Contracts, Orders for Services, Bonds, and Assignments
15, S 5	3-12-43	Internal Procurement Operations
15, S 8	7-26-43	Drawback on Export Shipments made by FDA
15, S 9, R1	12-10-43	Distribution of Commodities Acquired under Section 32
15, S 11	12- 8-43	Management of FDA-Owned Inventories
15, S 11, A1	6- 3-44	Abolishment of Inventory Review Committee
15, S 13	11-23-44	Use and Authority for Issuance of "Order for Services"
16, S E	1-20-43	Establishment of the Inter-Agency Food Procurement Committee
20, R 2	7-13-44	1944-45 Community School Lunch Program and Community School Lunch Canning Program
27, R 1	5-21-43	Invoicing Policy and Procedures
27, S 1, R1	6- 4-43	Inter-Program Sales and Direct Sales
44	2-20-43	Acquisition of Rationed Foods: Issuances and Collections of Ration Currency
44, S 1	7-20-43	Procedure for Advance or Replacement of Ration Currency
52	4- 2-43	Procedure for the Issuance of Food Priorities Under Food Distribution Regulation No. 1
59	7- 7-43	Industrial Feeding Program
59, S 1	2-17-44	Creation of an Inter-Agency Committee on Food for Workers and a Labor Advisory Committee
65, S 1	5-24-44	Docket Numbering System
65, S 2	10-26-44	Regional and Field Functions in Connection with Price Support and Surplus Removal Programs
68, S 1	11-16-44	Used Household Fats Salvage Program

II RECLASSIFICATION OF DIRECTOR'S MEMORANDA

OD Director's Memoranda are renumbered below for insertion in the OMS Procedure Manual. Portions of these memoranda are obsolete for present operations. The applicable portions referring to OD or FDA should be considered in effect for OMS. As soon as time permits they shall be rewritten and proper distribution made at that time. Each manual holder should mark the new OMS number on the upper right corner of each page of the

INCORPORATION OF DIRECTOR'S MEMORANDA WITHIN OMS PROCEDURE MANUAL

current Director's Manual. The renumbered Instructions should then be placed in the OMS Procedure manual according to the classification number. All future references to these Instructions will be by the OMS numbers, as "OMS Instruction 205.F, Assignment of Responsibility for Programs Transferred from CCC."

Director's Memorandum Number	Date Issued	Title	OMS Manual Number
2, S 37	5- 9-44	Assignment of Responsibility for Programs Transferred from CCC	205.F
2, S 47	9-12-44	Responsibilities of OD Field Personnel Officers	300.A
4	9-14-44	Objectives of OD	102.A
6	3-25-42	Docket Procedure	206.A
7, S 2	11-30-44	Increasing Consumption of Abundant Foods	244.A
15	12-31-42	Delegation of Authority and Policy and Procedure for Section 32 Purchase Programs	203.A
15, S 7	5-15-43	Inter-Agency Food Procurement Coordination	221.N
15, S 12	11-18-44	Procedure for Import Operations	206.B
16, R 1	9-15-44	Requirements and Allocations Control Procedure	200.A
23	8- 7-42	Policy and Procedure for Diversion and Export Programs	206.C
38	1-13-43	Procedure for Handling Marketing Agreements, Orders, and Support Price Programs in Connection with Cooperative Relationships Between the Department of Agriculture and The Office of Price Administration	206.D
38, S 1	3- 5-43	Relations with OPA on Price Ceiling Problems	246.A
40	1-19-43	Relationship between ARA and FDA	142.A
45	3- 1-43	American-Canadian Standing Committee on Agricultural and Food Production and Distribution	114.A
49	3-25-43	Departmental Feed Committee	114.B
51	3-25-43	Rationing Procedure	245.A
51, S 1	8- 2-43	Rationing Allowances and Point Values	245.B
52, S 1	4-15-43	Procedure for the Use of Food Priorities by the Commodity Branches Under Food Distribu- tion Regulation No. 1	245.C
54	5-24-43	Procedure for the Handling of Compliance Work In Connection with Cooperative Relationships Between FDA and OPA	222.A
63	11- 4-43	1943-44 Community Food Preservation Program	244.B
65	5-18-44	Price Support Program	246.B
69	8-11-44	Fiscal and Budgetary Responsibility	125.A

ADMINISTRATION -- 100 SERIES

General - 100

OBJECTIVES OF THE OFFICE OF DISTRIBUTION (AWRB)	9-14-44	102.A
PROCEDURES AND FORMS (AWRB) Change Exhibit A, OMS Classification Chart, as follows: (1) Under the heading "2 Programs," subheading "20 General," add "207 Reports." (2) Under the heading "1 Administration," subheading "11 Organization," change "112 Regional" to "112 Area."	12-22-44	103.1
MANAGEMENT IMPROVEMENT PROGRAM (A, W-07, R-07, Chief of Staff Division Area Offices)	11-15-44	104.A

Organization - 110

CLEARANCE OF PROPOSALS FOR CHANGES IN ORGANIZATION (AWRB)	1-19-45	110.A
ORGANIZATION OF THE OFFICE OF MARKETING SERVICES -- WASHINGTON (AWRB)	4-11-45	111(PL 6)
ORGANIZATION OF THE OFFICE OF MARKETING SERVICES -- WASHINGTON (AWRB) Procedure Letter No. 6 superseded paragraph II C and II D, and changed the heading of paragraph V to "Divisions Assigned to the Deputy Director for Management."	3-27-45	111.1
ORGANIZATION OF STAFF DIVISION AREA OFFICES (AWRB)	5-21-45	112.1
AMERICAN-CANADIAN STANDING COMMITTEE ON AGRICULTURAL AND FOOD PRODUCTION AND DISTRIBUTION (AWRB)	3- 1-43	114.A
DEPARTMENTAL FEED COMMITTEE (AWRB)	3-25-43	114.B

Budgets - 120

FURNISHING INFORMATION TO THE BUREAU OF THE BUDGET (AWRB)	9-29-44	120.A
ALLOTMENT PROCEDURE FOR THE OFFICE OF DISTRIBUTION (AWRB)	6-24-44	123.A
ALLOTMENT ACCOUNT CODING SYSTEM FISCAL YEAR 1945 (AWRB)	6-30-44	124.A
FISCAL AND BUDGETARY RESPONSIBILITIES (AWRB)	8-11-44	125.A

ADMINISTRATION - (Cont'd)

Budgets - 120 (Cont'd)

PERSONNEL CEILINGS (AWRB)	7-27-44	126.A
---------------------------	---------	-------

Official Travel - 130

ATTENDANCE AT MEETINGS (AWRB)	8-21-44	130.A
-------------------------------	---------	-------

FOREIGN TRAVEL, AIR TRAVEL, EXTRA-FARE TRAIN TRAVEL, AIR CARGO (AWRB)	2-9-44	130.C
--	--------	-------

PER DIEM AND MILEAGE ALLOWANCES (AWRB)	7-1-44	130.D
--	--------	-------

AUTHORIZATION FOR TRAVEL (AWRB)	7-1-44	131.A
---------------------------------	--------	-------

TRAVEL: PREPARATION OF AUTHORIZATION AND APPROVAL OF VOUCHERS (AWRB) Pages 3 and 4 revised Nov. 28, 1944.	7-1-44	131.B
--	--------	-------

PULLMAN ACCOMMODATIONS (AWRB)	4-19-44	133.A
-------------------------------	---------	-------

USE OF PRIVATELY-OWNED MOTOR VEHICLE - MILEAGE BASIS WITHIN CONFINES OR CORPORATE LIMITS OF OFFICIAL STATION UNDER THE MARKET INSPECTION OF FARM PRODUCTS ACT (AWRB)	8-21-44	136.A
--	---------	-------

ADVANCE OF FUNDS FOR OFFICIAL TRAVEL EXPENSES (AWRB)	8-21-44	137.A
--	---------	-------

FURNISHING INFORMATION ON TRANSPORTATION REQUESTS (AWRB)	2-24-45	138(PL 4)
--	---------	-----------

Public Relations - 140

PUBLIC CRITICISM OF OTHER GOVERNMENT AGENCIES (AWRB)	2-22-45	142.1
--	---------	-------

RELATIONSHIP BETWEEN AGRICULTURAL RESEARCH ADMINISTRATION AND FOOD DISTRIBUTION ADMINISTRATION (AWRB)	1-19-43	142.A
--	---------	-------

OMS PROCEDURE MANUAL -- TABLE OF CONTENTS

PROGRAMS -- 200 SERIES

General - 200

REQUIREMENTS AND ALLOCATIONS CONTROL PROCEDURE (AWRB)	9-15-44	200.A
DELEGATION OF AUTHORITY AND POLICY AND PROCEDURE FOR SECTION 32 PURCHASE PROGRAMS (AWRB)	12-31-42	203.A
ASSIGNMENT FOR RESPONSIBILITY FOR COMMODITIES (AWRB) The following changes should be shown as of 4-23-45: (1) Delete paragraph 2-i on page 3. (2) On page 4 of Section I, strike out "FO Tall Oil" and insert "FO Sulphate Soap, FO Tall Oil (crude), and FO Tall Oil (refined)." (3) On page I of Section II under Cotton and Fiber Branch, strike out "Tall Oil, crude." (4) On page 2 of section II under Fats and Oils Branch, strike out "Tall Oil" and insert "Sulphate Soap, Tall Oil (crude), and Tall Oil (refined)."	4-13-43	205.A
ASSIGNMENT OF RESPONSIBILITY FOR COMMODITIES (AWRB)	6-8-43	205.B
ASSIGNMENT OF RESPONSIBILITY FOR COMMODITIES (AWRB)	8-2-43	205.C
ASSIGNMENT OF RESPONSIBILITY FOR COMMODITIES (AWRB)	10-21-43	205.D
ASSIGNMENT OF RESPONSIBILITY FOR COMMODITIES (AWRB)	2-17-44	205.E
ASSIGNMENT OF RESPONSIBILITY FOR PROGRAMS TRANSFERRED FROM CCC (AWRB)	5-9-44	205.F
DOCKET PROCEDURE (AWRB)	3-25-42	206.A
PROCEDURE FOR IMPORT OPERATIONS (AWRB)	11-18-44	206.B
POLICY AND PROCEDURE FOR DIVERSION AND EXPORT PROGRAMS (AWRB)	8- 7-42	206.C
PROCEDURE FOR HANDLING MARKETING AGREEMENTS, ORDERS AND SUPPORT PRICE PROGRAMS IN CONNECTION WITH COOPERATIVE RELATIONSHIPS BETWEEN THE DEPARTMENT OF AGRICULTURE AND THE OFFICE OF PRICE ADMINISTRATION (AWRB)	1-13-43	206.D

Regulatory - 220

ORDER ADMINISTRATION MANUAL (AWRB) Procedure Letter 5 (221) modifies paragraphs B, C1, C 2, C 3b, and C 3c of this Instruction.	7-5-43	221.A
FOOD ORDER EDUCATION (AWRB)	7-6-43	221.B
POLICY GOVERNING ENFORCEMENT AND VOLUNTARY COMPLIANCE ACTIVITIES IN THE FIELD (AWRB)	11-30-43	221.C

OMS PROCEDURE MANUAL -- TABLE OF CONTENTS

PROGRAMS (Cont'd)

Regulatory - 220 (Cont'd)

PREPARATION AND CLEARANCE OF QUESTIONS AND ANSWERS IN CONNECTION WITH FOOD DISTRIBUTION ORDERS (AWRB)	12-2-43	221.D
SUMMARY REPORTS OF PROCUREMENT IN CONNECTION WITH SET-ASIDE AND QUOTA ORDERS (AWRB)	12-7-43	221.E
COMPENSATING ADJUSTMENT OF MINOR DEFICIENCIES IN CONNECTION WITH SET-ASIDE OR QUOTA ORDERS (AWRB)	1-3 -44	221.F
INITIATION AND PREPARATION OF ORDERS AND FUNCTIONS OF ORDER REVIEW AND CLEARANCE COMMITTEES (AWRB)	2- 7-44	221.G
INTERPRETATIONS AND GENERAL INSTRUCTION IN CONNECTION WITH FOOD DISTRIBUTION ORDERS (AWRB)	2- 7-44	221.H
DISTRIBUTION OF FOOD ORDER INFORMATIONAL MATERIAL TO FIELD OFFICES (AWRB)	2- 7-44	221.J
POLICY GOVERNING FOOD ORDER EDUCATION (AWRB)	6- 2-44	221.K
ORDER REVIEW AND CLEARANCE COMMITTEE (AWRB)	8- 4-44	221.L
FOOD ORDER FUNCTIONS OF DISTRICT AND SUBDISTRICT REPRESENTATIVES (AWRB)	10-7- 44	221.M
INTER-AGENCY FOOD PROCUREMENT COORDINATION (AWRB)	5-15-43	221.N
DEALINGS WITH THE FEDERAL BUREAU OF INVESTIGATION (AWRB) (The date, 3-7-45, should be shown immediately below the distribution.)	3- 7-45	221.1
PROCEDURE FOR HANDLING COMPLIANCE WORK IN CONNECTION WITH COOPERATIVE RELATIONSHIPS BETWEEN THE FOOD DISTRIBUTION ADMINISTRATION AND THE OFFICE OF PRICE ADMINISTRATION (AWRB)	5-24-43	222.A
RESPONSIBILITY FOR MARKET NEWS (AWRB)	4-19-45	223.1
FOOD INDUSTRY ADVISORY FUNCTIONS (AWR)	2- 9-45	224.1
CONSERVATION OF TRANSPORTATION FACILITIES (AWR)	2-15-45	224.2
CONTAINER SALVAGE (AWRB)	4-13-45	224.3

Civilian - 240

INCREASING CONSUMPTION OF ABUNDANT FOODS (AWRB)	11-30-44	244.A
1943-44 COMMUNITY FOOD PRESERVATION PROGRAM (AWRB)	11- 4-43	244.B

PROGRAMS (Cont'd)

Civilian - 240 Cont'd

RATIONING PROCEDURE (AWRB)	3-25-43	245.A
RATIONING ALLOWANCES AND POINT VALUES (AWRB)	8- 2-43	245.B
PROCEDURE FOR THE USE OF FOOD PRIORITIES BY THE COMMODITY BRANCHES UNDER FOOD DISTRIBUTION REGULATION NO. 1 (AWRB)	4-15-43	245.C
RELATIONS WITH OPA ON PRICE CEILING PROBLEMS (AWRB)	3- 5-43	246.A
PRICE SUPPORT PROGRAMS (AWRB)	5-18-44	246.B

PERSONNEL - 300 SERIES

General - 300

RESPONSIBILITIES OF OFFICE OF DISTRIBUTION FIELD PERSONNEL OFFICERS (AWRB)	9-12-44	300.A
RELEASE OF PERSONNEL (AWRB)	2-22-45	301.1
ACCEPTANCE OF OUTSIDE WORK BY FDA EMPLOYEES (AWRB)	1-22-44	301.A
IDENTIFICATION CARDS (AWRB)	1-22-44	305.A
IDENTIFICATION CARDS (AWRB)	4-11-44	305.B
ISSUANCE OF GOVERNMENT TRANSPORTATION IDENTIFICATION CARDS, STANDARD FORM NO. 1033 (AWRB)	7-28-44	305.C
MILITARY TRAINING AND SERVICE (AWRB)	1-22-44	306.A

Employment - 310

PLACEMENT PROGRAM FOR THE PROMOTION, REASSIGNMENT, AND TRANSFER OF PERSONNEL WITHIN OMS AND THE DEPARTMENT OF AGRICULTURE (AWRB)	5- 8-45	310.1
PROCEDURE FOR CLEARANCE OF WASHINGTON PERSONNEL ACTIONS (AWRB)	6-13-44	310.A
FIELD PERSONNEL ACTIONS (AWRB)	8-16-44	310.B

PERSONNEL - 300 SERIES - Cont'd

Employment - 310 Cont'd

CONSULTANTS (A, W, R-05, R-07)	3-14-45	312.1
POLICY FOR PROMOTION OF MEAT INSPECTION EMPLOYEES (A, W-16, W-07, R-07, B-16)	2-12-45	313.1
PAY INCREASES FOR ESPECIALLY MERITORIOUS SERVICE (AWRB) (The date, 5-15-45, should be shown immediately below the Distribution.)	5-15-45	313.2
PROMOTIONS (AWRB)	5-29-44	313.A
REDUCTIONS IN FORCE (AWRB)	4-18-45	314.1
STANDARD ELEMENT MARKINGS OF EFFICIENCY RATINGS (AWRB)	3-13-45	317.1
REPORTS FOR TRIAL PERIOD AND PROBATIONARY EMPLOYEES (AWRB)	10-21-44	317.A
OVERTIME COMPENSATION (AWRB)	8-21-44	321.A

OFFICE SERVICES - 400 SERIES

General - 400

CHANGES IN PROCEDURE BETWEEN FIELD OFFICES AND ADMINISTRATIVE SERVICES DIVISIONS (AWRB)	6-24-44	400.A
--	---------	-------

Procurement - 410

FIELD SPACE (AWRB)	12-11-43	412.A
ACQUISITION OF FORMS (AWRB)	4- 5-44	413.B

OMS PROCEDURE MANUAL -- TABLE OF CONTENTS

OFFICE SERVICES -- 400 SERIES - Cont'd

Communications - 420

USE OF ORGANIZATION NAME (AWRB)	2-15-44	421.A
OFFICIAL MAIL - WASHINGTON OFFICES (AWRB)	8-28-44	422.A
OFFICIAL MAIL - REGIONAL AND FIELD OFFICES (AWRB)	8-28-44	422.B
USE OF LEASED WIRE FOR MISCELLANEOUS TELEGRAMS (AWRB)	7-20-44	423.A

Records - 440

ROUTING AND FILING OF GENERAL SUBJECT MATERIAL (AWRB)	10-19-44	440.A
SAFEGUARDING SECRET, CONFIDENTIAL, AND RESTRICTED INFORMATION (AWRB) Insert immediately after "I General" the following sentence: "The Chief of the Administrative Services Division is designated Security Officer for OMS."	10-2-44	444.A

Transportation - 450

U. S. GOVERNMENT BILL OF LADING (AWRB)	6-19-44	450.A
TRANSPORTATION OF HOUSEHOLD GOODS (AWRB)	3-14-45	451.1
MILEAGE ADMINISTRATION PROGRAM FOR THE FISCAL YEAR 1945 (AWRB)	6-24-44	452.A

FISCAL -- 500 SERIES

General - 500

REIMBURSABLE AND NON-REIMBURSABLE DETAILS TO, FROM, OR WITHIN THE OFFICE OF DISTRIBUTION (AWRB)	5-27-44	500.A
BONDING OF EMPLOYEES (AWRB)	6-2 -44	501.A
BONDING OF CONTRACTING OFFICERS (AWRB)	12-1-44	501.B
FURNISHING OF INDEMNITY BOND FOR ADVANCE OF FUNDS (AWRB)	8-21-44	501.C
OBLIGATION PROCEDURE FOR FISCAL YEAR 1945 (AWRB)	6-24-44	503.A

Vouchers - 540

LONG DISTANCE TELEPHONE CALL CERTIFICATIONS -- WASHINGTON (AWRB)	3- 3-44	540.A
VOUCHER FORMS ON MOVEMENT OF HOUSEHOLD GOODS (AWRB)	5-13-44	542.A

Administrative
General
Authorities

I GENERAL RESPONSIBILITIES

As members of the immediate staff of the Chief of the Personnel Division, Area Personnel Officers are under his direct jurisdiction. They will receive their over-all operating instructions, technical procedures, and policies from him. The general responsibilities of Area Personnel Officers are:

A Planning - Participate in the planning of personnel programs and policies of the Office of Marketing Services with the Chief and the heads of the three sections of the Washington Personnel Division; submit recommendations periodically for changes in personnel policy based on the field operations within their jurisdiction; and submit regular progress reports to be used as a basis for evaluating the operation of existing personnel policies.

B Administration of Personnel Programs - Apply established Departmental and OMS personnel policies, and are responsible for administering and evaluating these policies in their area of jurisdiction.

II SPECIFIC RESPONSIBILITIES

In maintaining a personnel program for OMS, specific responsibilities of Area Personnel Officers, within the limits of their delegated authorities, are:

A Assistance to Field Officials in OMS - Apply national and field personnel policies, advise field officials of interpretations, and work with them to insure maximum results for program activities.

B Employment and Promotion Programs - Plan and conduct under broadly delegated authority an employment and placement program designed to anticipate personnel needs and to fill these needs with qualified personnel; develop and carry out a promotion-from-within program, and apply standards to achieve systematic and uniform promotions through the maintenance of promotion panels; interpret and apply the terms and conditions of employment under cooperative agreements.

C Returning Veterans - Responsible for the proper placement of returning veterans having reemployment rights with OMS, and are the final authority within their area of operation in determining placement of such veterans and displacement of other employees within competitive areas of reduction in force.

D Qualifications Standards - Conduct studies of qualification requirements for the various services and occupational groups in OMS, and develop and recommend adoption of qualifications standards.

E Discipline - Investigate and submit recommendations for imposition of disciplinary measures in cases involving misconduct, fiscal irregularities, and neglect of duty, and so forth, on the part of employees; and when justified, impose immediate disciplinary action under delegated authority.

F Leave and Hours of Duty - Administer general policies governing leave and hours of duty in order to achieve uniform treatment of employees and maintain uniformity of program operations throughout the area.

G Efficiency Ratings - Apply the uniform efficiency rating procedures and policies across branch and division lines within the area of operation, and make the necessary application of efficiency and trial period ratings in individual cases.

H Employee Counseling and Grievances - Provide employee counseling services for the settlement of employee grievances, complaints, and problems; and serve as OMS liaison representative within the Area in contacts with employee groups and employee unions in their relationships with local field officials.

I Community Activities - Assume leadership in Red Cross, Community Chest, War Bond, and such other community campaigns involving employee participation; and promote employee affiliation with USDA Clubs.

J Relationships with Colleges and Universities - Maintain, in cooperation with branch and field officials, contact with colleges and universities within the Area for the purpose of promoting an interest on the part of students in qualifying for employment in OMS; and assist Washington officials in such contacts in the development of curricula designed to qualify students for service in various OMS activities.

K Training Programs - Coordinate and give guidance and advice to field officials in carrying out a systematic training program developed in the Washington Personnel Division in cooperation with branch officials, and work with field officials in developing new techniques and methods to improve existing training programs; carry out such supervisory training programs and programs for retraining of returning veterans as may be assigned, and install, in collaboration with branch and field officials, training methods adaptable to specific field activities.

L Safety Studies - Direct studies of work hazards and accident frequency in program activities, and install measures designed to promote safety in program activities.

M Position Classification Program - Through the use of standard position descriptions, class specifications, and classification standards, allocate field positions in the Area under delegated classification authority; develop and recommend the adoption of class specifications and standards; survey organizational units and field functions and provide adequate position structures.

N Classification and Personnel Utilization Surveys - Conduct surveys of field activities to determine the appropriateness of position allocations and appraise operations and functions for uniformity of position classifications; in conjunction with such surveys, determine the adequacy with which skills and qualifications of personnel are being utilized.

* * *

I COMMITTEE ESTABLISHMENT

To discuss fiscal, personnel, administrative services, and joint operations of area staff offices, each of the staff division area offices will form an administrative committee. Members of the administrative committee will be the Area Administrative Services Officer, the Area Fiscal Officer, and the Area Personnel Officer.

A Chairman - Each committee shall select a chairman from their membership at its first meeting. The chairman so selected shall notify the Deputy Director for Management in Washington of his being selected and the date of the first meeting. The chairman shall serve for one year on a rotating basis among the three staff division area officers.

B Meetings - Meetings shall be held periodically at specified times at least once each month to discuss general problems. Special meetings shall be called by the chairman to handle special or urgent problems.

II HANDLING PROBLEMS

A Staff Division Area Offices - Whenever a staff division area officer has a problem of mutual interest he shall bring it up at the regular meeting of the committee. On special or urgent problems, the chairman shall:

1. Call a meeting of the committee and endeavor to work out a solution jointly with other committee members.

2. Notify the Deputy Director for Management in Washington by briefly listing the problem and the decided solution.

3. Refer to the Deputy Director for Management problems which do not fall within area office jurisdiction or those to which an agreeable solution cannot be obtained at the area level.

B Deputy Director for Management - The Deputy Director for Management shall coordinate all problems referred from area administrative committees with the affected divisions and branches in Washington; submit solutions to the appropriate administrative committee on those problems where no solutions could be obtained at the area level; determine whether such solutions require any procedural releases on a national basis and, if so, direct the release of such procedures.

III BRANCH FIELD OFFICE ACTION

Branch field offices may address administrative problems where they are in doubt as to the staff division jurisdiction to the Chairman, Administrative Committee in the staff division area office city servicing the field office.

* * *

Personnel

Employment

Reemployment of Veterans

I POLICY

The Department and OMS policy for the reemployment of veterans is contained in the attached General Departmental Circular No. 53., "Policy on Reemployment of Veterans," dated October 9, 1944.

II RESPONSIBILITY OF BRANCHES AND STAFF DIVISIONS

Branch and Staff Division Chiefs and all supervisory officials in OMS, in Washington and the field, are responsible for full compliance with this policy and with the laws and regulations granting rights to reemployment to returning veterans. The term "veterans" as used in this Instruction means persons (1) who have served in the armed forces of the United States and have been honorable discharged or (2) who have served in the merchant marine.

A Each branch and staff division of OMS has the primary responsibility of reemploying its former employees now in the armed forces and the merchant marine in the following order:

1 Departmental Service

a In the immediate section of a branch or staff division in which the veteran was last employed.

b In the division of a branch in which the veteran was last employed.

c In the branch or staff division in Washington, D. C. in which the veteran was last employed, in any position for which qualified.

2 Field Service

a In the immediate field office or station in which the veteran was last employed.

b In the immediate area of operation of a specialized program activity in which the veteran was last employed.

c In the immediate geographical OMS area within a specialized program activity in which the veteran was last employed.

d In any field office or station within a specialized program activity in which the veteran was last employed.

e In any field office or station within the branch or staff division in which the veteran was last employed in any position for which qualified.

3 Departmental and Field Service

a In any position within the branch or staff division for which qualified.

b In any position in OMS for which qualified.

B Responsibility for the reemployment of veterans rests upon the individual units of activity within the immediate branches or staff divisions as enumerated above. No unit in a higher level will assume the responsibility until satisfactory evidence is given that the unit in the lower level has exhausted all possibilities of proper and adequate placement.

C No recruitment from the outside may be made until all returning veterans available for reemployment and qualified for a particular position have been restored to duty.

III RESPONSIBILITY OF PERSONNEL DIVISION

A large number of veterans will return to civilian jobs with a wealth of new experience gained during their military service. Others will require careful placement and counseling in connection with the readjustment from military to civil life. Still others will desire to take advantage of the educational facilities afforded veterans, or further hospitalization to better fit them physically for their civilian occupations. The Personnel Division and its Area Personnel Offices are delegated full authority to make final determinations within OMS in any case involving the placement of returning veterans and when necessary the displacement of present employees to make positions available for such veterans. With the delegation of this authority they are responsible for:

A Planning and having available such necessary records and information which will form the basis for determining the possible maximum number of placements and displacements that may be required during the period of demobilization of the armed forces.

B Providing a counseling and placement service where returning veterans may go for advice and guidance, and where assistance may be given veterans in getting properly and adequately placed in positions for which they are best qualified.

C Planning and carrying out such training programs as may be required to reorient and retrain returning veterans and better fit them for their civilian jobs.

D Negotiating with veterans, and with employees to be displaced by returning veterans, as to the acceptance of alternate positions or the waiving of reemployment rights to specific positions.

E Seeing that procedures and chains of actions are followed which will protect the rights of all employees who are displaced or otherwise affected by the return of the veteran to duty.

IV RESPONSIBILITY OF THE VETERAN

To acquire his legal rights to restoration to his civilian position or one of like seniority, status, and pay, the returning veteran must comply with the following:

A Make application for return to duty to a responsible official of OMS at any point in the field or in Washington, D. C., or to the Washington Personnel Division or any of its Area Personnel Offices. The application must be made within 90 days (40 days in the case of merchant marine) of discharge or release from active

Personnel
Employment
Reemployment of Veterans

duty, or from hospitalization continuing after discharge for a period of not more than one year (not applicable to members of merchant marine).

B Furnish the original or photostatic or other true copy of discharge or release from active duty under honorable conditions.

C Be in such physical condition as to be able to discharge the duties of the position to which he is to be assigned.

V PROCEDURE

A Upon application of a returning veteran, whether or not there is a vacancy at the point where application is made, the supervisory official concerned will immediately advise the appropriate Personnel Office, indicating the date application was made. In the departmental service such advice shall be made through the Administrative Officer; in the field service the supervisory official shall notify his Administrative Officer concurrently with the advice to the Area Personnel Office.

B Upon receipt of advice that a returning veteran is applying for return to duty, or where the veteran applies to the Personnel Office, the Personnel Office will immediately investigate the rights of the veteran, determine the exact position from which he entered the armed forces, evaluate the veteran's qualifications for his old position and any new qualifications acquired during military service, determine availability of higher grade positions for which he may be qualified, determine what displacement if any may be necessary in order to meet the legal restoration requirements, and carry out any required reassignment of personnel in order to make a proper placement of the veteran. The Personnel Office concerned in the placement process should contact other supervisory officials including the Branch Administrative Officer, for the purpose of locating appropriate positions to meet the qualifications of the returning veteran. The Personnel Office shall then advise the supervisory official concerned as to proper placement of the veteran, and recommend any necessary or desirable orientation or training.

C The supervisory official shall then make appropriate recommendation for personnel action.

D No commitments as to placement or assignment to duty shall be made except upon advice of the appropriate Personnel Office.

E It is necessary that the return to duty of a veteran former employee be accomplished within 30 days of date of application.

VI LEAVE WITHOUT PAY FOR RETURNING VETERANS

Returning veterans shall be given every opportunity to avail themselves of the training and educational facilities afforded them under Public Law 16 (applicable to handicapped veterans) or under the GI Bill of Rights by the grant of leave without pay to

the extent afforded by existing regulations. Likewise, these veterans who have been restored to duty but who need additional hospitalization after discharge from the armed forces shall be granted any leave without pay that may be necessary to effect complete recovery and make them fit for civilian employment.

VII INFORMATION FOR VETERANS

Supervisory officials of OMS and personnel technicians in the Washington and Area Personnel Offices shall acquaint themselves with all available information concerning employment and reemployment of veterans, and their rights and privileges. They will be expected to participate as far as possible in all local and community activities carried on in the interest of veterans for the purpose of advising and counseling them in their readjustment to civilian life. A pamphlet entitled "Veterans Information Program" prepared by the OWI contains desirable informational material on this subject. A copy of this pamphlet is being furnished supervisory officials. Other informational material will be furnished when available.

VIII VETERANS' PREFERENCE IN NEW APPOINTMENTS

In all new recruitment it will be the responsibility of OMS officials to give all possible consideration to veteran's preference eligibles, and no non-veteran shall be selected for initial appointment where there are veteran eligibles, except under the most unusual circumstances. The Personnel Division and its Area Personnel Offices are responsible for the enforcement of this policy and for determining when exceptions shall be submitted to the Civil Service Commission in accordance with the provisions of the Veterans' Preference Act of 1944.

* * *

UNITED STATES DEPARTMENT OF AGRICULTURE

Washington 25, D. C.

October 9, 1944

GENERAL DEPARTMENTAL CIRCULAR NO. 53

Policy on Reemployment of Veterans

Each agency of the Department should make immediately a survey of its employees in the armed forces so that an accurate picture may be available of the reemployment problem involved. This survey should include the bringing up to date of qualification records of employees and the establishment of status as classified (competitive) civil service employees. The records thus established should be kept current.

In addition to meeting the legal requirement that a veteran shall be restored to the same position or one of like seniority, status, and pay, it is the policy of the Department to restore the veteran to any position of higher grade and salary for which he is qualified and to which he would have been promoted if he had not entered the military service, or to which he can be promoted upon restoration. Consideration should be given wherever possible to new skills, increased maturity of judgment and personality development, and new leadership experience acquired by the veteran while in the armed services.

It is the policy of the Department liberally to apply, in the interest of veterans, the benefits available to them, not inconsistent with the laws and regulations prescribing such benefits. The reemployment of veterans and men who served in the merchant marine shall be the primary consideration of the Department and shall take precedence in all instances over the reemployment of civilians.

Reemployment of career-service veterans and men who served in the merchant marine is mandatory even though it is necessary to separate career-service employees; however, within the limits of established reduction-in-force procedure, no career-service employee will be separated or reduced in rank while transitory and temporary employees are retained in positions which the career-service employee is qualified to fill. Veterans who had war-service appointments are entitled to reemployment, but their tenure on restoration is limited to that which they had upon entering the military service.

Employees of the Department of Agriculture, now serving in the armed forces, who may apply for and secure discharge from the armed forces with the understanding that after discharge they will become engaged

2 - General Departmental Circular No. 53

in essential activities, should upon application for reemployment in the Department of Agriculture be restored to duty since all Government work is classified as essential activity.

Any employee of the Department who received a promotion in grade while serving in the armed forces or the merchant marine must be restored to the position to which promoted or to a position of like seniority, status, and pay.

In the reemployment of veterans and men who served in the merchant marine, the Department recognizes its moral obligation to provide employment for men and women who may not be physically able to perform the duties of the position they left, and will require a positive showing that the person is not qualified for any position in the Department. For example, the forest ranger who has lost a leg is not physically qualified for reemployment as a forest ranger, but his reemployment in some other position for which he is qualified, such as dispatcher, should be effected.

Each agency of the Department should establish a counselling program for veterans, by designating officials who are competent for that work, to give general advice and encouragement to veterans in the interest of their own welfare; for example, to apply for leave without pay in lieu of active duty for the purpose of physical or mental rehabilitation, to avail themselves of educational opportunities, with the assurance that their reemployment rights will be protected to the extent permitted by law and regulations, and to accept positions other than their former positions if their physical or mental condition suggests that they cannot or should not be performing the duties of their former positions. Extreme care should be exercised in the placement of disabled employees to be sure that they can capably perform their duties and that they will not be doing work which is hazardous to themselves or others.

Special plans for in-service training should be prepared to insure that the veteran will be properly placed and reoriented in a position and that he will have needed training on the job to get him into full and satisfactory production as early as possible, and to prepare veterans for assignment to new positions other than those which they left, so that they may be brought nearer that status which they might have reached had they not gone into the armed services. Any returning veteran who has been restored shall be granted leave without pay, to the maximum extent permissible under the regulations, to take training or hospitalization which is available to him.

In dealing with returning veterans through correspondence or by personal interview, any evidence of charity must be avoided. The veteran should be made to feel welcome and that he has an important job to do and a contribution to make when he gets back.

The Department has gone on record in stating that employees who are prevented from rendering satisfactory service by physical or mental disability will be recommended for retirement and that it will encourage retirement of its older employees at a time advantageous both to the employee and to the Department. Particular attention should be given at this time to the Department's policy on retirement, and an examination made of employees' records of performance and service to explore the possibilities of making room for returning veterans by this means.

Responsibility for reemployment of veterans rests upon agencies of the Department in the following order. No agency in a higher level will assume that responsibility until convinced that the agency in the lower level has exhausted its resources and is in fact unable to reemploy the veteran.

1. The division of the bureau in which the veteran was last employed.
2. The bureau in which the veteran was last employed.
3. The Administration in which the veteran was last employed.
4. The Department of Agriculture.

Each agency of the Department operating on a decentralized basis, including bureaus and administrations, which finds it impossible to meet its reemployment obligations in any area, will establish a focal point to which will be referred the names of veterans who cannot be reemployed at a particular field station, region, area, or bureau, and shall see to it that the veteran is reemployed elsewhere in the agency.

No agency may employ people from outside the Department until veterans qualified to fill the positions available to whom the Department owes reemployment have been restored to duty.

The Director of Personnel and his designated representative or representatives are authorized to take or require bureaus and offices to take such action as may be necessary to insure compliance with this policy.

Marion Jones Clark R. Wickard

War Food Administrator

Secretary

